

CONSTITUTION and BY-LAWS
Of
THE STUDENT GOVERNMENT ASSOCIATION
Of
ROSE-HULMAN INSTITUTE OF TECHNOLOGY



**STUDENT GOVERNMENT
ASSOCIATION**

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ARTICLE I

NAME

The name of this organization shall be the Student Government Association of Rose-Hulman Institute of Technology.

ARTICLE II

PREAMBLE

We, the members of Student Government Association at Rose-Hulman Institute of Technology, strive to be the representatives of the student body in order to ensure a more fulfilling experience for all students by providing financial support to student-led clubs/organizations, promoting a diverse and inclusive environment, and encouraging student leaders that have excelled at promoting the Rose-Hulman culture.

ARTICLE III

THE EXECUTIVE

SECTION 1: Executive Powers

The Executive powers shall be, at all times, and vested in the Executive Board, which shall consist of the Executive Officers. The Executive Board shall have general supervision of the affairs of the Student Government Association and make recommendations to the Student Senate when necessary.

SECTION 2: Executive Officers

The Executive Officers shall consist of one President and one Vice President, to be elected by the Student Body of Rose-Hulman Institute of Technology as hereinafter set out; one Secretary, one Treasurer, and one Executive Director to be appointed by the President as hereinafter set out.

SECTION 3: Terms of Office

The term of the Executive Officers shall begin at the start of the spring quarter following their election and shall last until the new officers take their positions.

SECTION 4: Duties and Powers of the Executive Officers

A. The duties and powers of the PRESIDENT shall be as follows:

1. The President shall serve as chairman of the Executive Board.
2. The President may call, and preside at, meetings of the general assembly of the Student Body.
3. The President shall represent the Student Body at all functions, on all occasions, and all ceremonies where such representation shall be deemed necessary, required, or desired.
4. The President shall administer and enforce all laws and regulations of the Student Government Association.
5. The President shall appoint all Executive Officers, with the exception of the Vice President elected. The selections shall be from members of the Student Body at large and shall be subject to the approval of a majority of the Student Senate.
6. The President shall make recommendations for legislation or other action to the Student Senate.
7. The President will address the Student Senate at times as the Executive Officers shall deem necessary or upon request by the Student Senate.

8. The President and/or the Vice President may supervise, instruct, assist, and require reports from all committees and shall establish and/or approve all policies made by them.
9. The President may, with discretion, remove any officer and agents that have been appointed.
10. The President shall approve, or veto, in writing to the Student Senate, all acts of the Senate and/or the amendments to the constitution and by-laws proposed or enacted by that Body.
 - i. Any approval or veto must be made in writing within ten school days of passage by the Student Senate.
 - ii. If the President does not veto or approve such an act within the specified time, the act shall be considered law.
 - iii. A veto by the President may be overridden by a two-thirds vote of the Senate within ten school days of the veto. If no override occurs within the time allowed, the veto is considered successful.

B. The duties and powers of the VICE PRESIDENT shall be as follows:

1. The Vice President shall assume and perform all duties of the President if the President is absent or incapacitated for any reason.
2. The Vice President shall have the power to organize meetings of the Student Senate.
3. The Vice President shall serve as presiding officer during all Student Senate meetings.
4. The Vice President shall appoint all committees other than standing committees of the Student Senate, which must be approved by a majority of the Student Senate.
5. The Vice President shall fill all vacancies in the Student Senate with the approval of the President and the Student Senate.
6. The Vice President shall be the primary reference pertaining to the constitution of the Student Government Association.
7. The Vice President shall, at the beginning of each academic year, distribute information to all members of the Student Senate pertaining to the rules of parliamentary procedure, Robert's Rules of Order Newly Revised, and the constitution of the Student Government Association.
8. The Vice President shall represent the Student Government Association on a national and state level.
9. The Vice President shall receive all nonfinancial requests by clubs and organizations to come before the Student Senate at least one week prior to the requested Senate Meeting.

C. The duties of the SECRETARY shall be as follows:

1. The Secretary shall keep the minutes and records of all official meetings of the Student Senate, the Executive Board, and may keep the minutes of all other official Student Government Association affiliated meetings.
2. The Secretary shall make available an electronic copy of the minutes to the Student Senate and officers of the Student Government Association within one week of the meeting at which the minutes were taken.
3. The Secretary shall keep the Student Senate's official membership roll and call roll at the beginning of each Student Senate meeting.
4. The Secretary shall keep a separate record of all resolutions and rules made at any time for the Student Senate.
5. The Secretary shall keep the Student Government Association Campus Groups page updated at all times with the revised minutes, members, committees, and all official records deemed necessary by the Executive Board.
6. The Secretary shall be responsible for revising the constitution of the Student Government Association when an amendment, constitutional change, or formatting changes are approved by the Student Senate.

7. The Secretary shall be in charge of all administrative duties assigned by the President or the Vice President.
8. The Secretary shall be responsible for distributing and organizing nominations for the Student Leader of the Quarter and Honor Key.

D. The duties of the TREASURER shall be as follows:

1. The Treasurer shall serve as the chair of the Finance Committee.
2. The Treasurer shall maintain a record of the transactions of all funds of the Student Senate, the recognized organizations, and the individual classes.
3. The Treasurer shall, upon request, submit to any Student Government Association recognized organization a report that summarizes the budgeted activity and current financial situation.
4. The Treasurer shall receive all requests for funds from the General Fund at least 7 days prior to the requested Senate meeting.
5. The Treasurer shall facilitate the annual budgeting process.
6. The Treasurer shall have the power to freeze or garnish any funds or accounts held by the Student Government Association at any time with the advice and consent of the Executive Board.
7. The Treasurer shall create, amend, and uphold a Treasury Operating Code. The Treasury Operating Code shall act as the by-laws of the Treasury, and shall apply to the Treasurer, agents of the Treasury, and all financial interactions and transactions with and within the Student Government Association, with the exception of those administered by the Rose-Hulman Institute of Technology.
 - i. The Student Senate is permitted to amend the Treasury Operating Code with the advice but without the consent of the Treasurer.

The Student Senate requires a simple majority to approve an amendment to the Treasury Operating Code.
 - ii. The Treasury Operating Code and all amendments to it must be approved by the President with the advice of the Student Senate.
 - iii. The Treasury Operating Code shall not inhibit the ability of the Student Government Association to fund any club or special request.
8. The Treasurer may appoint students of the Student Body as agents of the Student Government Association and shall modify the accounting as empowered to by the acts of the Student Senate.
9. The Treasurer shall oversee and regulate the accounts and funds of the Student Government Association.

E. The duties of the EXECUTIVE DIRECTOR shall be as follows:

1. The Executive Director shall act as a voting delegate on national and regional matters in national organizations in which the Student Government Association is a member.
2. The Executive Director shall be responsible for distributing and organizing elections and nominations for the following positions: President, Vice President, Class Presidents, and the Senators.
3. The Executive Director shall facilitate all Student Government Association events put on for the Student Body.
4. The Executive Director shall be responsible for arranging a transition ceremony at the end of the Winter quarter between the incoming and outgoing Executive Board.
5. The Executive Director shall oversee the branding and marketing of the Student Government Association.
6. The Executive Director shall create, amend, and uphold an Election Protocol.

- i. The Student Senate is permitted to amend the Election Protocol with the advice but without the consent of the Executive Director.
 1. The Student Senate requires a simple majority to approve an amendment to the Election Protocol.
7. Class Presidents shall hold a meeting shortly after elections in order to exchange ideas and facilitate the underclassmen's successful leadership.
 - i. This meeting is to be organized by the Executive Director.

ARTICLE IV

THE LEGISLATURE

SECTION 1: Legislative Powers

All legislative powers shall be vested in the Student Senate, which shall be composed of a number of elected members, such number to be fixed and changed from time to time, as provided hereinafter. The members shall be known as Senators.

SECTION 2: Election and Term of Senators

Senators shall assume their office immediately following their election, and shall serve until the end of the academic year.

SECTION 3: Powers and Duties of the Student Senate

- A. The Student Senate, within the limits that may be delegated by the Institute from time to time, shall have the duties and all powers necessary as follows:
 1. The Student Senate shall enact by-laws as deemed necessary to carry out and/or make effective the objectives and purposes of the Student Government Association.
 2. The Student Senate shall confirm all appointments made by the President or the Vice President by a majority vote as the case may be.
 3. The Student Senate shall have the power to impeach and remove any member of the Student Government Association. The process of impeachment is as follows:
 - i. Impeachment of any member of the Student Government Association can be called by a written petition of ten Senators to the Vice President.
 - ii. If the impeachment is called, the Judicial Council will hold an impeachment trial. They will make a recommendation to the Student Senate, who will then hold a vote on whether to remove the student from office. A two-thirds majority vote by the senate will remove the student from office, regardless of the opinion of the Judicial Council.
 4. The Student Senate shall approve of all Student Organizations that seek official recognition and/or eligibility for Student Government Association funding.
 - i. Organizations whose membership is not open to the entirety of Rose-Hulman students or organizations, which, in the opinion of Senate, have a primarily religious or political mission are not eligible to become Student Government Association affiliated clubs.
 5. The Student Senate shall approve of the budget of each Student Government affiliated club by a two-thirds majority vote.
 6. The Student Senate shall call a special meeting of the Senate if necessary by a written petition of ten Senators to the Vice President.
 7. The Student Senate shall elect a new President or Vice President from the Senate if the office becomes vacant at any time.

SECTION 4: Committees

A. Committee Member Selection

1. There shall be one permanent standing committee: the Finance Committee. All other committees are appointed based on need, determined by the Executive Board.
2. Vice President will appoint committee and the chair, the appointed committee must be non-standing for at least 10 weeks, then can be voted on to become a standing committee
3. All non-standing committees will require a 2/3 vote to become a standing committee.
4. Each standing committee will have individual quotas for members:
 - i. The Finance Committee shall consist of at least five members.
5. All standing committee members shall be chosen by the chairman of the committee and approved by the President.
6. All standing committee candidates must be members of the Student Senate with the following exceptions:
 - i. Should there prove to be an insufficient number of candidates to fill the minimum quotas for each committee, the Executive Board shall request additional applicants from the Senate.
 - ii. After one week passes and a quota is not met, the Executive Board has the power of direct appointment. Any potential committee members need not be from the Student Senate. However, any non-Senator applicant is subject to approval, by two-thirds vote from the respective committee.
7. All committee members who are not members of the Student Senate, who are in non-standing committees, must be approved by the Executive Board.
8. All Senators are required to attend at least 1 standing committee meeting per quarter.

B. The Finance Committee

1. Duties
 - i. It will be the Finance Committee's responsibility to review all monetary requests presented to the Student Government Association in a committee meeting.
 - ii. The Committee meeting shall take place within the fourteen-day period separating Student Senate meetings to review these requests.
 - iii. The Senators serving on the Finance Committee are required to attend each committee meeting.
 1. If a Senator is unable to attend a meeting, the member must notify the Treasurer at least 24 hours before the meeting takes place. If that Senator desires, that member may nominate another Senator not serving in the on the Finance Committee to take on the position. The Treasurer shall consider the Senator's Nominee and accept or deny the substitution with discretion.
 2. If the Senator does not appear at three or more committee meetings without the properly notifying the Treasurer (as described in part i), the member may be removed from the Finance Committee at the discretion of the Treasurer. The Treasurer may appoint a Senator not serving on the Finance Committee as a replacement.
- iv. The Committee Meeting
 1. Quorum consists of two-thirds of the members of the Finance Committee.
 2. After deliberation, the committee will determine a majority opinion and a minority opinion (if one exists), with arguments to support both cases. Both cases shall be presented to the Student Senate.
 3. After all hearings involved with the creation of the fiscal budget are heard, it is the committee's job to recommend a complete fiscal budget.

4. During the annual budgeting process, senators who are not part of the Finance Committee must take part in the meetings of the Finance Committee as needed to attain quorum at the discretion of the Treasurer.
 - v. The Committee shall create and maintain a document outlining its policy around recommending and approving monetary requests with the approval of the President. This document shall be constructed out of the opinions of the Student Government Association. This document shall be constructed out of the opinions of the committee, with the advice of the Treasurer. This document must be made available to the Student Body without request.
 1. The Finance Committee shall follow this policy document when considering requests.
 2. The Finance Committee may amend this policy at any meeting.
 - vi. The Finance Committee shall have the ability to approve, with a unanimous vote, reallocation requests whose value is less than 50% of the remaining funds for a Club Account or Special Request.
2. Petitions to the Finance Committee
 - i. Any group wishing to petition the Finance Committee must do so in a written statement, and an oral presentation if requested, in front of the Finance Committee.
 - ii. Any monetary request made by a non-Student Government Association funded organization is heard in the same matter as stated previously above.
 - iii. Clubs shall refer to the Finance Committee Policies for clarification and structure of petitions, which may be found on the Treasurer's page on the Student Government Association Campus Groups Page.
3. Records
 - i. The Treasury shall be responsible for holding the records of the Finance Committee including, but not limited to, the requests heard by the Finance Committee, the opinion of the Finance Committee on the requests, and the policy document of the Finance Committee.

C. The Constitution Committee

1. Composition
 1. The Constitution Committee shall consist of a minimum of five members.
 2. One member of the Student Senate will serve as the committee chairman.
 1. The Chairman shall be a member of the Student Senate who has, before his or her current term, held a position in the Student Senate, the Executive Board, or the Judicial Council.
 2. If no candidates with the necessary qualifications exist or all possible candidates with the necessary qualifications have been exhausted, any active Senator will be permitted to hold this position.
 3. The Chairman shall be nominated by the Vice President and approved by a two-thirds vote of the Student Senate.
 3. One member of the Judicial Council will serve as a representative of the Judicial committee.
 1. This member will be appointed by the Judicial Council.
 2. This member is not required to be approved by either the Executive Board or the Student Senate.
 3. This member is not a voting member of the Constitution Committee.
 4. The Secretary of the Executive Board will serve as a representative of the Executive Board.
 1. This member is not required to be approved by the Student Senate.
 2. This member is not a voting member of the Constitution Committee.

5. The Constitution Committee shall create and maintain a document outlining its policies.
 1. This document shall be constructed out of the opinions of the Student Government Association and the opinions of this committee.
 2. This document must be made available to the Student Body without request.
 3. The Constitution Committee shall follow this policy document when considering submissions.
 4. The Constitution Committee may amend this policy at any meeting with a majority vote.
2. Duties
 - i. The Constitution Committee shall have the responsibility of reviewing all proposed changes to this Constitution.
 - ii. The committee shall be required to meet and discuss any proposed amendment within fourteen days of its submission or before the next meeting of the Senate, whichever is later.
 1. Quorum consists of a simple majority of all voting members of this committee.
 2. During the meetings, members of the committee shall review each proposed amendment to ensure that passing such an amendment will not damage the integrity of the Constitution if approved by the Senate and submit one or more opinions to the Student Senate.
 3. Committee meetings will be open to all students.
 4. The members of the Constitution Committee are required to attend each committee meeting.
 - A. If a member is unable to attend a meeting, that member must notify the Chairman at least 24 hours before the meeting takes place. The member may select a replacement that satisfies the requirements for holding his or her position. The Chairman shall consider the member's nominee and accept or deny the substitution with discretion. The replacement shall have the full power of a member of the committee for the duration of that meeting.
 - B. If a member does not appear at three or more committee meetings without properly notifying the Chairman, the member may be removed from the Constitution Committee at the discretion of the Chairman.
 - iii. After meeting to discuss a proposed amendment, the Constitution Committee will present all submissions and any resulting opinions to the Student Senate at the next meeting of the Student Senate.
 1. Any submission may be dismissed and not presented to the Senate by the Constitution Committee with the consent of the author(s).
 2. Any submission may be tabled for discussion at a following meeting of the Constitution Committee by the Constitution Committee with the consent of the author(s).
3. Petitions to the Constitution Committee
 - i. The Constitution Committee is only required to consider certain submissions
 1. Proposed amendments to this Constitution
 2. Issues concerning the current Constitution

SECTION 5: Quorum of the Student Senate

For a general meeting of the Student Senate, quorum consists of half plus one of the current Senators and Senator substitutes by Senators in accordance to Article VIII, Section 4.

For a vote of the Student Senate where constitutional amendments are to be discussed or voted on to be approved, quorum instead consists of two-thirds of the elected Senators and Senator Substitutes appointed by Senators in accordance with Article VIII, Section 4.

Updated: October 11, 2023

For a meeting of the Student Senate where the annual fiscal budget is to be discussed or voted on, quorum instead consists of two-thirds of the elected Senators and Senator Substitutes appointed by Senators in accordance with Article VIII, Section 4.

SECTION 6: Limitations of the Powers of the Student Senate

All acts, laws, rules, regulations, charters, or proposed amendments of the Student Senate shall be subject to review, modification, and/or veto by such officials as may be authorized by the Board of Trustees of Rose-Hulman Institute of Technology.

ARTICLE V

THE JUDICIARY

SECTION 1: The Judicial Council

- A. The Judicial Council shall consist of six members and a clerk.
 - 1. Judicial Council members are appointed for the remainder of their educational career at Rose-Hulman.
 - Judicial Council members may decide at the beginning of the academic year whether to resign from the council for the upcoming year, should they be eligible to remain on the Council.
 - 2. The President of the Student Government Association shall appoint eligible candidates to any vacant position on the Judicial Council. These candidates must then be approved by a two-thirds majority from the Student Senate.
 - 3. Judicial Council appointments must be made available to the Senate at least one week before being voted on.
 - 4. The candidates shall at least be a 3rd year student.
 - 5. Five of these members shall be regular voting members. The sixth shall be designated the Chief Justice and shall have the powers defined in part B.
- B. The Chief Justice of the Judicial Council shall be a voting member and appointed by the President of the Student Government Association. The Chief Justice shall preside over all Judicial Council trials.
- C. The Clerk of the Judicial Council shall:
 - 1. Handle all correspondence for the council and conduct the inquiry as provided hereinafter.
 - 2. Handle all notices of trials as provided hereinafter.
 - 3. Handle all correspondence of the Judicial Council, record all testimony, and serve as a liaison between the Judicial Council, the Student Senate, the Executive Board, and the Student Body.
 - 4. Vote when a regular voting member is absent or in the event of a tie.
 - 5. Receive, in written form, all matters brought to the attention of the Judicial Council.
- D. In the case that the Chief Justice or Clerk are unavailable, the standing members of the Council may decide which standing member may be appointed as the Interim Chief Justice or Interim Clerk. These members would temporarily hold the same responsibilities as per part B and C.

SECTION 2: Jurisdiction and Powers of the Judicial Council

Updated: October 11, 2023

- A. The Judicial Council shall have jurisdiction over all cases of student academic or disciplinary misconduct which are or may be detrimental to the Institute when referred.
- B. The Judicial Council shall have the power of Judicial Review over all acts of the Student Government Association, including executive policies and Senate legislation.
- C. The Judicial Council shall make a written report of its findings of fact and recommendations in accordance with the constitution.
- D. The Judicial Council cannot try a defendant for more than one charge at a time nor can a defendant be tried more than once for the same act or charge.
- E. The Judicial Council shall lead and vote on any trial for removal of a member of the Student Government Association if the Student Senate has voted to impeach said member.
 - a. The removal of the impeached member will be approved by a Judicial Council majority vote following Judicial trial.

SECTION 3: Procedures of the Judicial Council

- A. A quorum of the Judicial Council shall be four members thereof and concurrence of a quorum shall be necessary to render effective a decision of such Judicial Council. If a concurrence of four cannot be secured for any decision, a majority and minority opinion shall be recorded. The defendant shall have the opportunity of defending against the charge of the trial.
- B. All decisions of the Judicial Council may be appealed to the Institute Rules and Discipline Committee.
- C. After deliberation, a written report of its findings and recommendations shall be submitted by the Clerk to the Dean of Students and the President of the Student Government Association.
- D. The Judicial Council shall have the power to determine all other procedures of the council not consistent herewith.

ARTICLE VI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall guide the Student Government Association.

ARTICLE VII

AMENDMENTS

SECTION 1: Definitions

A trivial amendment shall be defined as an amendment that performs one of a specific set of functions.

- A. Correcting one or more grammatical errors in any clause
- B. Correcting one or more formatting errors in any clause
- C. Adding clarification or disambiguation to any clause
- D. Amending a clause in such a manner that the original meaning of that clause is not changed

SECTION 2: Introduction of Amendments

- A. Any proposed amendment shall be submitted in writing by any member of the Senate or Executive Board to the Constitution Committee
- B. Any trivial amendment need not be voted on by the Student Senate of the Student Government Association but must be approved by a simple majority vote of the Constitution Committee

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1. The Student Senate may appeal any amendment implemented in this way with a simple majority vote
2. If this amendment is appealed by the Student Senate, the amendment shall not be considered a trivial amendment

SECTION 3: Approval of Amendments

- A. Any amendment submitted to the Student Senate by the Constitution Committee shall be presented to the Student Senate by a member of the Constitution Committee at the next meeting of the Student Senate.
 1. The originally submitted amendment shall be considered introduced to the floor of the Student Senate.
 2. Any opinions presented alongside the amendment shall be presented as suggested changes to the presented amendment.
- B. The Student Senate may approve any amendment to the Constitution with a two-thirds vote of all present members of the Student Senate. Any amendment approved this way shall be considered in full force and effect and be added to, or become a part of, this Constitution
 1. This vote must occur at least seven days after such amendment has been introduced to the Student Senate or any non-trivial change is made to such amendment
 2. An amendment may be approved less than seven days after it has been presented to the Senate if such amendment will cause significant harm to the Student Government Association or the Student Body if not approved within the aforementioned timelines
 - i. An amendment may only be approved in this manner with a unanimous vote of the Student Senate, the unanimous consent of the Executive Board, and the consent of at least one advisor.
 - ii. An amendment that is voted on in this manner and does not receive the required approval shall not be considered failed.
- C. Any amendment dismissed from the floor of the Student Senate may not be reintroduced to the Senate for a period of one year.
- D. An amendment can be remanded to the Constitution Committee for modifications or adjustments with a majority vote of the Senate.
 1. The Senate must provide the Constitution Committee with one or more requests for changes to the amendment
 2. Any amendment remanded this way shall not be considered dismissed and may be reintroduced after the next meeting of the Constitution Committee.

SECTION 4

The Vice President of the Student Government Association shall submit any approved amendment or addition to the President for review provided for in Section 4 of Article III, herein, and:

- A. Should such amendment or addition be successfully vetoed in any way, it shall be read in such modified form at the next regular or special meeting of the Student Government Association.
- B. Should such amendment or addition be successfully vetoed by the President of the Student Government Association, the amendment or addition shall be dropped and shall receive no further consideration until the lapse of one year.

ARTICLE VIII

BY-LAWS

SECTION 1: Separation of Powers

The powers of the Executive Board, the Student Senate, and the Judicial Council shall be separate and thus no student may belong to more than one of these branches of the Student Government Association.

SECTION 2: Class and Grade Requirement

A. Executive Officers

1. All Executive Officers must have a minimum cumulative grade point average of 2.25 and must also have a minimum grade point average of 2.00 for the first quarter in the academic year of the election.
2. The Executive Officers of the Student Government Association must also meet the following requirements:
 - i. The President must be of at least third year standing as determined by the Registrar's Office at the time of the election and not plan to graduate prior to the end of the term if elected.
 - ii. The Vice President must be at least second year standing as determined by the Registrar's Office at the time of the election and not plan to graduate prior to the end of the term if elected.
 - iii. The Secretary must not plan to graduate prior to the end of the term, if appointed.
 - iv. The Treasurer must be at least second year standing as determined by the Registrar's Office at the time of being appointed and not plan to graduate prior to the end of the term if appointed.
 - v. The Executive Director must not plan to graduate prior to the end of the term if appointed.

B. Senators

1. The Senators of the Student Government must meet the following requirement: all Freshman Senators shall have no grade requirements.
 - ii. All Upperclassmen Senators, as well as graduate Senators, shall have a minimum cumulative grade point average of 2.00.

C. Class Presidents

1. The Class Presidents must meet the following requirements
 - i. The freshman class president shall have no grade requirements
 - ii. All upperclassmen class presidents shall have a minimum cumulative grade point average of 2.25
2. The Class Presidents of the Student Government Association must also meet the following requirements:
 - i. The Freshman Class President must be first year standing as determined by the Registrar's Office at the time of the election.
 - ii. The Sophomore Class President must be second year standing as determined by the Registrar's Office at the time of the election.
 - iii. The Junior Class President must be third year standing as determined by the Registrar's Office at the time of the election.
 - iv. The Senior Class President must be at least a fourth year standing as determined by the Register's Office at the time of the election.

SECTION 3: ELECTION PROCEDURES

A. Ranked Choice Voting

Updated: October 11, 2023

1. In an election between candidates for an office in the Student Government Association, a system of ranking by voters will be utilized to determine the final outcome of said elections.

i. Voter Choice

1. Voters shall be allowed to rank their preferred candidates from first to last.
2. In the event that all candidates that a voter has ranked are eliminated from contention, their vote will no longer be counted.

ii. Election Protocol

1. If at any point a candidate receives an outright majority of votes, that candidate shall become elected to office.
2. In the event that no candidate has obtained a simple majority of votes upon tally, the candidate with the fewest total votes shall be eliminated from contention.
3. Upon a candidate being eliminated from an election, votes they have received shall defer to the candidate each voter ranked next highest on their respective ballot and votes shall be retallied.
4. The re-tallying of votes and elimination of last-place candidates shall continue until such time as a winner is determined.
5. In the event that multiple candidates are tied for elimination, the next choice tallies of all higher ranked candidates shall be counted to determine a new ranking of the candidates tied for elimination. These results shall only be used to resolve the tie for elimination, and not included in the next round of tallies. The candidate ranked lower by this method shall be eliminated.
6. In the event that multiple candidates tie in the final tally, then the Executive Director will perform a run-off within a week of the tie.
7. If the run-off ends in yet another tie, then it will be brought to senate for resolution.

B. The Election of the President and the Vice President

1. Any member of the Student Body as at large, meeting the minimum requirements for an office (as Outlined in Section 2, Article VIII) and is in good standing and not on probation, shall be eligible for nomination to the President or Vice President position hereunder as follows:

- i. A petition for nomination for the President and Vice President shall be circulated among the Student Body and shall be endorsed by at least twenty-five members.
No duplication of signatures shall be permitted, and each individual shall affix their own name and no other. Any number of such petitions may be circulated for any number of prospective candidates.
- ii. The nominee for whom such petition is presented shall affix their signature in order to indicate their desire to seek a position in office and commitment to the duties of such position, faithfully.
- iii. Petitions of nomination must be made available to the Student Body at least two weeks prior to the election and shall be returned by candidates at least three days prior to the election.

2. The Election

- i. The election shall be conducted by the Executive Director on or before the Tuesday of seventh week of the Winter Quarter each year.
- ii. Voting will be open to the student body for forty-eight hours.
- iii. The two candidates obtaining a simple majority for each office who will proceed to the run-off election, unless one candidate receives the majority of the votes, at which point, said candidates shall become elected to such office.

3. The Run-Off Election

- i. The run-off election shall be conducted by the Executive Director within one week of the tie.
- ii. Voting will be open to the student body for forty-eight hours.
- iii. At this election, the candidate receiving the majority number of votes for the office which they were declared a candidate in the original Election shall become elected to such office.
- iv. If yet another tie occurs within a run-off election, then it will be brought to senate for resolution.

C. The Election of the Senators

1. Composition of the Student Senate

- i. The members of the Rose-Hulman Student Body shall be put in various residential districts to be defined as a residence hall, fraternity, sorority, or commuter district.
 1. A member of the Rose-Hulman Student Body shall only represent one residential district.
 2. A member of the Rose-Hulman Student Body must be a member of their respective residential district.
- ii. Each district shall elect one Senator for each seventy-one members of said district.
- iii. A district shall receive one additional Senator if that district contains more than thirty members over and above the multiples of seventy-one as stated above.
- iv. The Student Senate shall also be composed of four Class Presidents which shall all be regular, voting members of the Senate.

2. Nomination Procedures for Senators

i. Nomination Procedure for Residential and Commuter Senators

1. Students representing residence halls or commuters shall be nominated for a Senate position by a petition to be signed by the nominee.
2. Petitions of nomination must be made available to Student Body at least two weeks prior to the election and returned at least three days prior to the election.

ii. Nomination Procedure for Fraternity and Sorority Senators.

1. Students representing Greek Life shall be nominated by their respective fraternity or sorority for a Senate position.

3. Election of Senators

i. Elections of Residential and Commuter Senators

1. An announcement of the election will be made with the discretion of the Executive Director in advance of the election and shall contain the following information:
 - a. Time and place of election
 - b. Form of nomination petition
 - c. Deadline for submitting nominations
2. Elections of residential and commutator Senators shall be held by the end of the third week of the Fall Quarter each academic year.
3. Members of the Student Body shall vote for the Senators from their own district and shall be allowed to vote for as many candidates as there are Senators from their own district.
4. Those candidates receiving the most votes from their district shall become Senators of that district.

ii. Elections of Fraternity and Sorority Senators

1. Elections of Senators shall be held at the discretion of the fraternity or sorority.
2. Members of their respective fraternity or sorority shall decide their respective Senator using their respective guidelines.

D. Class Elections

1. Freshman Class President

- i. The freshman class shall elect a President.
- ii. The election shall be conducted by the Executive Director on or before the end of the third week of the Fall Quarter.

2. Upperclassman Class Presidents

- i. Each of the three upper classes shall elect a President.
- ii. The elections for the upcoming year's Presidents shall be held on or before the eighth week of the Spring Quarter.

3. Procedure

- i. An announcement of the election must be made at least two weeks in advance of the election and shall contain the following information:
 - i. Time and place of election
 - ii. Form of nomination petition
 - iii. Deadline for submitting nominations
- ii. Deadlines for nominations shall be at least three days before the election.
- iii. Candidates shall be nominated by petitions requiring twenty-five members of the class concerned.
- iv. Voting will be open to the student body for forty-eight hours.
- v. The election shall determine the two candidates obtaining a simple majority for each office will proceed to the run-off election, unless one candidate receives the majority of the votes, at which point, said candidate shall become elected to such office.
- vi. In the event of a runoff election the candidate who receives the most votes shall become elected to such office.
- vii. In the event that any Class President leaves Rose-Hulman Institute of Technology, the leaving Class President will be allowed to appoint a replacement. The appointed replacement will take office only if the Student Senate approves the decision. In the event the replacement is rejected, the Executive Board shall appoint candidates until one is approved by the Student Senate.

SECTION 4: Duties and Powers of Class Presidents

- A. The duties and powers of the CLASS PRESIDENTS shall be as follows:
 1. Class Presidents shall use their class' funds for events and causes of interest to their constituents.
 2. Class Presidents shall act as regular voting members in the Student Senate.
 3. Class Presidents shall obtain the approval of their class advisor and inform the Treasurer before any monetary transaction related to their class' funds occur.
 - i. These advisors shall be as follows:
 1. The Freshman Class Advisor shall be Kyle Washburn
 2. The Sophomore Class Advisor shall be LeAnne Myers
 3. The Junior Class Advisor shall be Cory Pardieck
 4. The Senior Class Advisor shall be Kristen Merchant

SECTION 5: Attendance of the Student Senate

The voice and opinion of each delegate, being crucial in the operation and appropriate procedure of the Student Senate as a wholes, makes attendance vital to ensuring that the Student Senate is successful.

- A. Late Policy for All Absences
 1. Members of the Student Senate must be present for roll call by the Secretary.
 2. If a member is late, that member must notify the Secretary of their attendance before taking a seat amongst the rest of the Student Senate At the discretion of the Vice President, with the oversight of the Executive Board, if a Senator is absent from two meetings, without providing an approved reason, then that member shall be removed from office with the oversight of the Executive Board.
 - i. If a Senator must miss a meeting for any reason, it will be considered excused if replacement from that member's district is found for that meeting.
 1. A replacement may represent only one absent Senator at a given meeting.
 2. The Senator should inform the Secretary of the identity of the substitute prior to the meeting.

- ii. If a Senator is removed from office due to absences, the Vice President will select a replacement from the absentee's district with the oversight of the Executive Board.
 1. A replacement must be confirmed by two-thirds vote of the Student Senate.
 2. If a replacement is not confirmed, the Vice President will continue to appoint senators until one is confirmed.
3. After each called meeting, it shall be the duty of the Secretary to deliver a written notice to any member or members absent from said meeting.

SECTION 6: Recall of Senators

In case a district desires to contest the seat of any one of its Senators in the Student Senate, it shall submit its reasons for contest, in writing, signed by a majority of the members of that district. In such case, a vote of a majority of the members of the Student Senate shall be sufficient for the expulsion.

SECTION 7: Absence of a Senator from the Institute

Continued absence of a Senator from the Institute for three consecutive weeks shall be considered as withdrawal from the Student Senate, unless a written notice to the contrary be filed with the Vice President.

SECTION 8: The Fiscal Year

The fiscal year shall begin on the first day of July of the calendar year and end on the last day of June in the following calendar year.

SECTION 9: The Student Government Association Funds

The income of the Student Government Association is defined as the sum of the activity fee paid by each student throughout the respective fiscal year.

- A. There are four general headings under which the Student Government funds shall be kept. They shall be:
 1. The Reserve Fund
 2. The Executive Fund
 3. The Student Activities Board Fund
 4. The General Fund
- B. The General Headings
 1. The Reserve Fund
 - i. The Reserve fund shall be established for the Student Government Association.
 - ii. The Reserve Fund shall consist of \$10,000 deposited in a separated account.
 - iii. In order to use any of the funds of the Reserve, a two-thirds majority vote of the Student Senate is required.
 2. The Executive Fund
 - i. The Executive Fund shall be established for the use by the Executive Board to cover the daily administration costs of the Student Government Association.
 - ii. It shall consist of five percent of the total income of the Student Government Association plus \$3,000.
 - iii. The Executive Board shall be entitled to call emergency sessions of the Student Senate in order to request excess money for the Executive Fund at any time.
 - iv. The Executive Fund expenditures that are less than or equal to \$1000 shall not be subject to the approval of the Student Senate.
 1. Expenditures greater than \$1,000 shall be reviewed by the finance committee and must be approved by a majority vote by the Student Senate.
 - v. At the end of the fiscal year, all remaining funds shall be transferred to the General Fund.
 3. Student Activities Board Fund

- i. The Student Activities Board funds shall be set to eighteen percent of the total Student Government Association income.
 - ii. This amount shall be deposited as a lump sum in the Student Activities Board account.
 - iii. These funds will be allocated to the Student Activities Board account with the rate prescribed below:
 1. A portion of the money remaining from this allocation at the end of the year will remain in the Student Activities Board account for the following academic year. This portion will be set to zero percent unless the Student Activities Board requests and the Student Senate approves by a simple majority a different portion. The estimated amount of the budget surplus must be announced to the Student Senate during the Spring Budgeting Process.
 2. Upon receiving the funds, the Student Activities Board President and Vice President of Business shall be responsible for the appropriate use of the funds.
 3. The Student Activities Board will present expected breakdowns for the use of the funds allocated to them for the following year to the Student Senate during the Spring Quarter.
 - a. The breakdown will specify the estimated budget for each of the Student Activities Board committees and the overall administrative costs for each quarter of the academic year.
 - b. Included in this presentation will be a list of expected events for each committee and quarter.
 - c. The Student Senate will vote to recognize this expected breakdown of funding.
 - iv. A representative from the Student Activities Board will provide the Student Government Association with updates on the expenses of the Student Activities Board once per month to the Finance Committee.
 1. This representation can also be a member of the Executive Board or the Student Senate, though they have no additional voice or voting abilities at the Student Activities Board representative.
4. The General Fund
- i. The General Fund shall be the remaining income after the Reserve Fund, the Executive Fund, and the Student Activities Board fund have been established at their respective levels.
 - ii. The funds in the General Fund shall be allocated in the following priority: to the classes, for the Bonfire, to the Performing Arts Series, to the SGA organizations, and then to any special requests. These allocations shall be defined and used for the purposes that follow:
 1. The allocation to classes shall be spent for the purpose of benefiting the respective class at the discretion of the class president and the class advisor. The amount of the allocation to each class shall be determined by the class fees.
 2. The allocation for the Bonfire shall be used for the construction of the Homecoming Bonfire and any related needs and festivities at the discretion of the Bonfire Committee and its advisor. The amount of the allocation shall be determined by a cost estimate of the Bonfire presented to the senate during spring budgeting.
 3. The allocation to SGA organizations shall be used for and by SGA organizations as specified in the budget of each organization. The amount of the allocation shall be determined by the annual budgeting process and may be supplemented throughout the year.

4. Any allocation that does not follow under the above-mentioned categories shall be considered a special request. Special requests may be made by any interested party but must be approved by a two-thirds majority of the Senate.

SECTION 10: Funding Prohibitions

- A. The Student Government Association shall be forbidden from funding any item or activity that is in violation of the following:
 1. The Student Government Association shall not break any laws that are applicable to the location of the transaction.
 2. The Student Government Association shall not break any laws that are applicable to Terre Haute, Indiana.
 3. The Student Government Association shall not break any rules and regulation of the Student Government Association and the Rose-Hulman Institute of Technology.
 4. The Student Government Association shall not fund any alcohol, tobacco, weapons for malicious use, and services performed by club members in the normal course of club activities, such as office work or stipends for officers.

SECTION 11: Application for Funds

- A. Student Government Association organizations can apply for funding during annual budgeting.
 1. Annual budgeting shall occur in the spring quarter with a timeline as follows:
 - i. During or before the first week, notifications will be sent to all SGA organizations detailing the upcoming process for requesting and approving their budgets for the following fiscal year.
 - ii. By the end of first week, the tier amounts and which tiers all the Student Government Association organizations belong to shall be decided on and announced.
 - iii. At the second week Senate meeting, Student Government organizations may appeal their assigned tier to the student organization coordinators during second week. By the end of third week, the Treasurer shall update and announce the tiers.
 - iv. By the end of fourth week, all Student Government organizations budget proposals are due.
 - v. During or before seventh week, a complete proposed annual budget shall be distributed to the Senate. The Senate may not approve an annual budget until at least 7 days after the proposed annual budget has been fully distributed amongst the Senate.
 - vi. The Senate may adjust the proposed annual budget while reviewing it; however, the Senate may not adjust the proposed budget of any individual Student Government organization in such a way that their budget would exceed the tier said organization falls in. The Senate also may not adjust the tiers or which Student Government organizations are assigned to the tiers at this time.
 - vii. The annual budget shall only be approved with a two-thirds majority of the Senate.
 2. The Annual Budgeting process shall be informed by reports by Student Government organizations.
 - i. Each Student Government organization shall submit to the Finance Committee, upon request, a report regarding the condition of the organization in the format and containing information specified by the Treasurer.
 - ii. If a Student Government organization fails to meet the reporting requirement stated above, said organization may be restricted from participating in Annual Budgeting at the discretion of the Treasurer.
 - iii. Any appeals to the requirement for reporting must be made to the Finance Committee before the start of spring quarter
 3. The tiers of the annual budgeting shall be determined as follows:

- i. Each Student Government organization shall be assigned to a tier that will set an upper limit to the total of the annual budget of the organization during the annual budgeting process.
 - ii. The limits of each tier shall be determined based on the number of organizations in each tier, the weighting of that tier, and the total amount of funding available for allocation, as determined by the Treasurer with oversight of the Executive Board, club administrators, and Treasury.
 - iii. The assignments of Student Government organizations to each tier shall be determined by the Finance Committee as informed by the reports of the Student Government organizations, and with the advice of the Treasurer, Executive Board, Treasury, and the student organization coordinators of the Rose-Hulman Institute of Technology.
 - iv. The total value of the budget requested, and the total value of the budget approved for any individual organization may not exceed the limit set by the tier in which the club belongs during the annual budgeting process.
 - v. The Treasurer shall reject any budget requests by a Student Government organization that exceed the tier in which said organization belongs; however, the organization shall be given the opportunity to submit a corrected budget request until the specified deadline from the Treasury.
4. Any details not stated herein shall be specified in the Treasury Operating Code.

SECTION 12: Class Fees

- A. Classes shall be provided funds at the beginning of each year as follows:
1. In addition to funds that have been rolled over from the previous year, the senior class shall be given ten dollars per senior plus an additional \$2000.
 2. In addition to funds that have been rolled over from the previous year, the junior class shall be given six dollars per junior plus an additional \$2000. None of the additional \$2000 shall be rolled over to the following academic year.
 3. In addition to the funds that have been rolled over from the previous year, the sophomore class shall be four dollars per sophomore plus an additional. None of the additional \$2000 shall be rolled over to the following academic year.
 4. The freshman class shall be given four dollars per freshman plus an additional \$2000. None of the additional \$2000 shall be rolled over to the following academic year.
- B. The Treasurer of the Student Government Association shall keep an accurate account of the financial transactions of each class.
- C. All fees shall be paid at the time of tuition payment.

SECTION 13: Recognized Organizations

- A. A list of all Student Government recognized organizations shall be kept by the Secretary of the Student Government Association.
- B. Each student of the Institute shall be eligible for membership in any recognized organization receiving the Student Government Association funds.
- C. Criteria for Recognition
1. The organization must be approved by the Student Affairs Committee of Rose-Hulman Institute of Technology.
 2. The organization shall have a faculty or staff advisor.
 3. Organizations seeking recognition by the Student Government Association shall proceed as follows:
 - i. Once being approved by the Student Affairs Committee; the organization must wait one full academic quarter before it can come before the Student Senate to gain probationary status.

- ii. An organization may then be recognized as a club by a simple majority of the Student Senate.
- iii. An organization on probationary status may ask for full recognition after a 20-week probationary status period.
- iv. For a student organization on probationary status to gain full recognition of the Student Government Association, it must receive a two-thirds vote of the Student Senate
- v. A student organization shall be required to submit a budget for the two-quarter probationary period.
 - 1. The maximum amount of funding requested may not exceed one-thousand dollars.
- vi. To be eligible for full recognition of the Student Government Association, a club must request such full recognition no more than two quarters after its two-quarter probationary period has passed or lose their probationary club status.
- vii. A student organization seeking probationary club status may only be voted on for probationary club status by the Student Senate two times within the academic year. Said organization is also limited to two senate votes regarding the awarding of full club status within one academic year.

D. Revocation of Student Government Association Recognized Organization Status

- 1. The Student Senate reserves the right to review any recognized organization's purpose, policies, or program and to end Student Government Association recognition, by two-thirds vote of the Student Senate, whenever it feels the organization no longer aligns with the mission of the Student Government Association.
- 2. Should an organization be inactive for two years, it shall be revoked of its status as a Student Government Association Recognized Organization.
- 3. An organization shall be defined as active provided they satisfy the following requirements:
 - i. Submit an annual budget report.
 - ii. Submit a current list of club officers to the acting Vice-President when an officer is transitioned.
 - iii. Have a faculty or staff advisor.
 - iv. Have a current constitution on file in the Student Activities office.
- 4. Funds for inactive clubs shall become frozen until they are active or return to the General Fund.

SECTION 14: Terms and Conditions of Funding

A. The Extent of the Terms and Conditions

- 1. These terms and conditions shall apply to the usage of funds allocated by the Senate from the General Fund to any entity, including student organizations and clubs.

B. The Terms and Conditions of Funds Allocated by the Student Government Association

- 1. Funds shall not be spent on prohibited items or in prohibited ways.
- 2. Funds allocated for each line item shall be spent in a manner that fits with the description of each line item.
- 3. The allocated amount of each line item will not be exceeded.
- 4. Funds allocated for any part of a trip, including, but not limited to, lodging, travel, and registration, may only be used for an Institute recognized club or student organization trip, and said trip must follow all applicable Institute travel policies.
- 5. Funds allocated to an event open to all campus must have a Campus Groups homepage post a week or more before the event.
- 6. Funds allocated shall be kept in an account owned by the Student Government Association until the funds are used in a reimbursement, spent using a departmental purchasing card, or unallocated.
- 7. Funds shall only be reimbursed as in accordance with all applicable Institute policies for reimbursement, specifically including the policies of the Business Office of the Institute, and as in accordance with the Treasury Operating Code.

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8. Departmental purchasing cards shall only be used as a method of spending allocated funds as in accordance with all applicable Institute policies for reimbursement, specifically including the policies of the Business Office of the Institute, and as in accordance with the Treasury Operating Code.
9. Funds stored in accounts owned by the Student Government Association shall be the property of the Student Government Association.
10. Funds allocated into accounts owned by the Student Government Association but from a source other than investments of the Student Government Association or payments and gifts made to the Student Government Association shall be held for usage by the depositor until the end of the fiscal year. Exceptions to this may be made by at the discretion of the Treasurer.

C. Enforcement of the Terms and Conditions

1. The members of the entity that receives funding shall be responsible for following these terms and conditions. For student organizations and clubs, this responsibility shall fall primarily upon the treasurer and president of the student organization and club.
2. The Treasurer of the Student Government Association shall be responsible for enforcing these terms and conditions and determining if an action is in violation of these terms and condition.
3. Determinations regarding the enforcement of these terms and conditions made by the Treasurer may be appealed to the Finance Committee
4. Decisions regarding the enforcement of these terms and conditions made by the Finance Committee may be appealed to the Senate.